

## NOA 352 – TERMINATION-APPT IN



**NOTE:** If Intermittent, complete the following and update prior to Updating HR on the 352 action:

SCD Civilian – Recompute  
SCD RIF – Recompute

| STEP | ACTION   |
|------|--|
| 1    | Create the RPA from the Navigation List – Click on <b>Request for Personnel Actions → Separation</b> or open the existing 352 RPA from the Civilian Inbox.   |
| 2    | Complete the <b>REQUESTING INFO</b> Tab of the RPA: <ul style="list-style-type: none"> <li>Effective Date</li> <li>SSN (with dashes)</li> <li>NOA (use LOV or type it in) = <b>352</b> &lt;Enter&gt; then input Agency Code in pop-up window (use LOV)</li> <li>Authority Code (use LOV or type it in)</li> </ul>  |
| 3    | Complete the <b>REMARKS AND ADDRESS</b> Tab of the RPA: <ul style="list-style-type: none"> <li>Part F – Remarks for SF-50 – <i>enter appropriate remarks.</i></li> </ul>   |
| 4    | Click on <b>&lt;Save&gt;</b> icon to save  |
| 5    | Click on the <b>EXTRA INFORMATION</b> button and complete the following DDFs. Click <b>&lt;OK&gt;</b> and <b>&lt;Save&gt;</b> after completing each window. <p><b><u>US FED AGENCY DATA</u></b></p> <p>Open the DDF to verify that blocks 41-44 have autopopulated, if not enter the correct data and save.</p> <p><b><u>SEPARATIONS OTHER THAN RETIREMENT</u></b></p> <p>Drawdown Action ID = 0 (<i>Not applicable</i>)</p> <p><b><u>SEPARATION AND RETIREMENT</u></b></p> <p>Reason for Separation (use LOV or type it in) = <b>80</b> (<i>Termination-Appointment in Another Agency</i>)<br/>Sep Pkg Status Indicator = 0 (<i>Not applicable</i>)</p> |
| 6    | Close <b>&lt;Extra Information&gt;</b> window to return to the RPA.  |
| 7    | Click on the <b>&lt;Save&gt;</b> icon to route the RPA or to Update HR.  |